**SUJAN SILWAL**

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**HIGHLIGHTS OF QUALIFICATIONS**

* About 3 years of experience in construction, ensuring safety compliance and high responsibility, working independently with minimal supervision and collaboratively in a team environment.
* Bachelor’s degree in civil engineering; currently pursuing Construction Management Graduate Certificate.
* Proficient in Occupational health and safety legislation, fire code, and Ontario Building code.
* Familiarity with Contractor, Employer, and Consultant working cultures, facilitating effective collaboration between site and office teams.
* Skilled in Survey Instruments - Total Station, Level Machine, Laser level, Theodolite, and GPS/DGPS.
* Expertise in comprehensive construction drawings: site plans, sections, elevations, 3D models, profiles, structural design, cost estimation, and scheduling.
* Skilled in conducting thorough cost estimating and valuation tasks in construction, encompassing material and labor cost analysis, bid preparation, and cost reconciliation to enhance decision-making and project efficiency.
* Applied value engineering principles to optimize project costs without compromising quality or functionality.
* Proficient in assisting with tendering processes, including drawing review, take-offs, tender invitation issuance, bid documentation review, and tender leveling sheet preparation.
* Advanced research and technical writing skills for proposals and literature reviews for compliance with company policies.
* Proficient in purchase order processing, vendor quote evaluation, project procurement, and supply chain management.
* Strong public relations, communication, interpersonal, and presentation skills with the ability to liaise effectively with diverse stakeholders.

**Technical SKILLS:**

* Proficient in various software programs, including AutoCAD, SAP 2000, CSI Safe, CSI ETABS, Staad Pro, Civil 3D, RS- Means, ProEst, Plan Swift, PROCORE, MS-Project, Primavera (P3-P6), BLUEBEAM, ArcGIS, and Microsoft Office Suite (Excel, Word, PowerPoint, SharePoint, Outlook), Adobe Illustrator, Revit, SketchUp, Google Earth Pro

**Soft SKILLS:**

* Analytical, team-oriented, multi-tasking, event management, structured planning, attention detail,leadership tam player

**PROFESSIONAL EXPERIENCE**

**Project Co-ordinator February 2022-December 2023**

N.R. Construction & Suppliers Pvt Ltd. Kathmandu, Nepal

**Project Experience:** Successfully managed and coordinated 3 projects: Imperial Apartment, 32 residential houses envisioned by Zenwish home, LEED Certified 150-bed Hospital Building, achieving noteworthy results:

* Achieved a 20% increase in overall project efficiency, resulting in $3.8 million in savings.
* Spearheaded initiatives leading to a 7% increase in revenue and substantial company growth.

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**PROFESSIONAL EXPERIENCE continued**

* Utilized Primavera software to create detailed construction schedules, monitor progress, and resource allocation.
* Managed procurement processes, issuing purchase orders (POs) and work orders and coordinating equipment deliveries for project milestones.
* Produced regular project reports, developed project plans, and tracked progress using critical path and earned value analysis methods, ensuring adherence to specified standards and deadlines.
* Coordinated project closeout procedures, including preparing and maintaining warranty documents and other essential closeout materials.
* Facilitated communication by preparing RFIs and maintaining project RFI logs.
* Managed and maintained all project documentation in Procore, including site instructions, RFQs, change orders, directories, subcontracts, meeting minutes, RFIs, and shop drawings.

**Civil Designer, Construction Inspector October 2021- 2022 August**

Line Work Architects. Kathmandu, Nepal

**Project Experience:** Led Structural Analysis and Design for 63+ multi-story buildings annually and supervised the construction of Himalayan General Insurance Limited's Commercial Corporate Building and a 5000-capacity International Convention Center. Achieved 95% budget alignment through precise cost estimation, resulting in $1 million in annual cost savings. Recognized with a 'Team Player' award for contributions.

* Utilized AutoCAD and Revit to design architectural and structural drawings and used ETABS and SAP 2000 to conduct structural analysis and perform detailed estimations.
* Designed and coordinated permits and approvals for sensitive construction projects such as police stations, health posts, and schools, ensuring legal and regulatory compliance throughout the project lifecycle.
* Led site planning for resource optimization, including construction material, batching plants, and concrete mixers, ensuring efficient construction operations aligned with project timelines.
* Reviewed and approved contractor submittals, including materials, methods, and shop drawings, to ensure compliance with project specifications, quality standards, and regulations.
* Compiled comprehensive closeout documents, including as-built drawings and O&M manuals, in collaboration with contractors and project teams for a smooth handover.
* and operation & maintenance (O&M) manuals, ensuring meticulous accuracy for seamless project handover.

**Site Engineer 2020 October-2021 November**

D. Construction and Suppliers Pvt. Ltd. Kathmandu, Nepal

**Project Experience:** Successfully supervised multi-story housing apartments and 17+ residential buildings with an estimated project cost of $4.2 million and achieved appreciation from the Project Team Leader for the ability to solve complex problems independently and efficiently.

* Prepared field notes, field data, and photo logs to support field-based deliverables.
* Proficient in AutoCAD, Revit, ETABS, and SAP2000 for design, estimations, and cost assessments, ensuring precise project plans.
* Supervised diverse projects (residential, commercial, industrial) and conducted surveys for 173 km of roads and canals using Total Station and GPS for accurate layout and dimension verification.
* Enhanced safety protocols and conducted regular inspections, reducing safety incidents by 30% while facilitating safety meetings to ensure 100% compliance with HSE regulations and fostering a safety culture.
* Implemented cost-saving measures like renegotiating supplier contracts, streamlining workflows, and optimizing material usage, achieving a 15% reduction in project costs, a 20% increase in efficiency, and contributing to a 10% growth in profits, equating to $500,000 in additional revenue..
* Prepared comprehensive estimations and cost assessments for building projects, demonstrating strong financial planning skills and attention to budgetary considerations. Prepared interim payment certificates (IPCs) and Variation Orders (VOs) as required and proceeded with payments and claims.

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**EDUCATION**

**Construction Management Post Graduate Certificate January 2024 – Present**

Conestoga College**,** Waterloo, ON, Canada

Program Highlights:

* Construction Planning and Scheduling, Cost Estimation and Budgeting, Construction Risk Management, Ontario Building Code, Development Economics, Construction Jobsite, Construction Methods and Techniques, Procurement Management, etc.

**Bachelor of Civil Engineering November 2016 – December 2020**

Kathmandu Engineering College, Tribhuvan University, Nepal

Program Highlights:

* Concrete Technology, Steel Design, Construction Material, Procurement Management, Construction management, Project management, Theory of Structure, Transportation Ein ngineering, Construction Surveying, Irrigation Engineering, Hydropower Engineering, etc.

**ACADEMIC PROJECTS**

Final Year Project, Seismic Analysis and Structural Design of Multi-story Commercial Building **August 2020**

* Executed a final year project in 2020, demonstrating expertise in structural element modeling, analysis, and detailing as per Indian Standard codes (IS 456:2000, IS 1893:2016, IS 13920:1993).
* Employed industry-standard software tools, including ETABS, AUTOCAD, and MS Excel, showcasing structural engineering and drafting proficiency.

**TRAINING/CERTIFICATIONS**

Gained knowledge and skills development in a Canadian context through this program, including:

* Worker Health and Safety (H&S) in 4 Steps by Occupational Health and Safety Awareness and Training Regulation
* Workplace Hazardous Materials Information System (WHMIS)
* Accessibility for Ontarians with Disabilities Act (AODA) Training
* Workplace Violence and Harassment Training for Employees (Ontario Bills 168 and 132)
* Understanding Human Rights Training (AODA Edition)
* AODA Customer Service Standards Training (Condensed Content)
* First Aid-CPR/AED
* Working in height

**VOLUNTEER EXPERIENCE**

**Volunteer, Grand River Chapter, Professional Engineers Ontario (PEO) May 2024 – present**

* Works with schools at the elementary school, high school, and university level to further promote the engineering profession.
* Carry out engineering-related education events to broaden the engineering profession.

**Volunteer, Project Management Institute (PMI)-Canada Technology Triangle (CTT) March 2024 – present**

* Contributing to marketing efforts by creating social media content, designing promotional materials, or reaching out to potential participants and sponsors.

**Volunteer, Emmanuel United Church February 2024 – Present**

* Participating in community outreach programs organized by the church, such as food drives, clothing donations, or serving meals to those in need.

**Program Coordinator, Civil Engineering Students Association (CESA) February 2018 – December 2021**

* Strategized and managed aspects of the exhibition and coordinated with venue staff for a smooth event.

**Program Coordinator, Civil Engineering Students Association (CESA) February 2018 – December 2021**

* Led the planning and successful execution of the national-level event, Dristi 2.0, featuring engaging competitions like the Stick Bridge and Model Design, emphasizing inventive engineering solutions.

**Vice President, Helping Hands an Effort to Lift People (H-HELP) August 2018-November 2022**

* Conducted Annual Charity Show to collect charity from tickets and donate to underprivileged students of different districts of Nepal